

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, PERSONNEL
UNIT 29351
APO AE 09014

AEAGA-CP (690-900)

27 July 1999

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: PERSACT Standard Operating Procedure (SOP) 99-690-900.2 Instructions for Managers/US Actions

1. This SOP provides instructions for creating and submitting PERSACT SF-52s to managers and replaces SOP 95-690-900.1. PERSACT is the only authorized method for preparing and submitting Personnel Action Requests (PAR), SF-52 to Civilian Personnel Advisory centers (CPACs) and/or the Civilian Personnel Operating Center (CPOC).
2. Enter the e-mail address as well as the POC's name in the 'For Additional Information Call' block on page 1 of the PAR.
3. **Recruitments.** It is not necessary to submit or attach copies of job descriptions for actions submitted through PERSACT when the action is to fill a position with an established job description; instead, the CPOC will obtain the copies from its records. To ensure that the CPAC has the required information to accomplish recruitment for all fill actions, the following information should be included, if applicable, in the requesting office remarks section of the PAR (page 4):

UIC, TDA CCNUM, Paragraph and Line Number:

CIPMS Position: Yes/No

EEC Position: Yes/No (Note: This is in answer to the question: Is the incumbent of this position required to remain behind in his/her position should an armed conflict or national emergency occur?)

Drug Test Required: Yes/No

Security Clearance: (Enter type: Top Secret, Secret, Confidential; remember to include special clearances for Child development services positions)

PCS Costs Authorized: Yes/No

Other information should be included as appropriate in that section:

Name of candidate management wishes to consider

Physical requirements for the position

Other selective placement criteria

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Tour of duty (e.g.: Monday thru Friday) special duty hours, shifts, etc.

Provide three to five “Required” or “Desired” skills expressed in “bullet” or narrative form.

(**Note:** Required skills are job related skills which applicants must possess to successfully perform the duties of the position within a reasonable period of time (i.e., 90 days). Desirable skills are job-related skills that are desirable but not required for successful job performance, i.e., can be learned).

Special employment conditions for deployed civilians.

Area of consideration.

NOTE: While there are designated fields on the screen form for some of the items listed above, it is imperative that the information is not entered there, but in the remark section. While this may seem awkward, it is the only way you can be sure that the information entered will remain on the form throughout all stages of coordination. Many times positions are filled with internal candidates and as soon as the selected employee’s SSN is entered, the information (e.g., current work hours, payroll number, etc.) manually entered in the fields will be overlaid by the employee’s information and your input will be lost.

4. **Transmittals.** The PERSACT transmittal form at enclosure will be used to forward any supplemental forms, supporting documents and information at the same time that a PAR is submitted electronically (one cover sheet and set of documents per PERSACT transaction). The cover sheet and documents will be sent to the servicing CPAC using the most efficient means, and the CPAC will forward this documentation to the CPOC. It is critical that the PERSACT request number is clearly annotated on the cover sheet so that the supplemental information can be associated with the PAR. If a scanner is available the documents can be scanned and attached to the PERSACTION. Scanned documents should be in a word format whenever possible. Instructions on how to scan and attach documents are found on our CHRMA homepage ‘<http://www.chrma.hqusareur.army.mil/FPI>’ in the Release Notes 5.0, “Scanning Documents” and “Attaching a Document to a PAR”.

5. **Job Descriptions.** In those cases where a new job description is required, management will submit drafts directly to the servicing classification specialist as attachments to PAR, utilizing the “Attach” feature in PERSACT. Job descriptions will be finalized and coordinated with management for approval by electronic mail, or through FASCLASS, whichever is determined most appropriate.

NOTE: Hard copy job descriptions or drafts will no longer be accepted. In as much as possible, management should use existing job description databases, i.e., DA Position Description Library or regional FASCLASS; or use the job description builder COREDOC when requesting changes to an existing position or establishing new positions.

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6. **Resignations.** When an employee indicates intent to **resign**, the manager should accept a dated and signed SF-52 or other statement from the employee and retain it for the record. The manager will submit the resignation PAR through PERSACT, and enter information for the resignation in the requesting office remarks section of the screen form (page 4). This information must include reason for resignation, if provided; forwarding address; and effective date. Manager approval on the PAR will serve as certification that all the information regarding the resignation is correct and complete. This eliminates the requirement for the PAR to be printed and submitted in hard copy.

7. **LWOP**

a. If an employee requests **Terminal Leave Without Pay (T-LWOP)**, accept and retain AE Form 690-630 and orders, annotate in the Remarks by Requesting Office section of the SF-52 whether PCS is to CONUS or incountry and enter the following statement:

"This is to verify that I have reviewed travel order #: _____, dated _____, issued by _____, authorizing PCS travel of (employee name) with her military sponsor (sponsors grade and name) from (location) to (location) reporting date: _____.
Reviewers name: _____, Title _____".

b. Prepare a resignation SF-52 at the same time. This will allow the CPOC to process the separation action; in the event, the employee does not find a job within the prescribed time. If the employee is eligible for TLWOP, the CPOC will annotate the PAR that the employee is either "eligible under EO" or "has personal competitive status"; or if the employee is ineligible, will annotate the reason on the PAR and transmit back to manager. Employees must provide a forwarding address.

c. A PAR for **regular Leave without Pay (LWOP)**, meaning the employee is expected to return to work, should always be accompanied by a PAR for **Return to Duty (RTD)**, to avoid delays in processing the action and ensure the employee will get paid timely. If an extension request is not received prior to the NTE date, the RTD will be processed.

8. **Correction** PARs should be prepared whenever erroneous information was submitted to the CPAC on a previous request, which subsequently had led to the CPOC updating the employee's record accordingly. If the correction is based on additional documentation, the employee submitted the documentation must be forwarded to the CPAC as well.

9. A **temporay promotion** PAR should be accompanied by a "Change to Lower Grade" PAR, referencing the respective PERSACT #. This will enable the CPOC to terminate the promotion action in a timely manner and ensure that the employee will be paid accurately.

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10. When a detail includes a **temporary change in workschedule**, a second one to return the employee to the original workhours should accompany the request.

11. **Extensions of temporary appointments** must be submitted to the CPAC 60 days in advance of the expiration date. Consult your CPAC for position requirements.

12. HQ USAREUR/7A POC is Ms. Renate Riseden, 370-3936.

FOR THE DEPUTY CHIEF OF STAFF, PERSONNEL:

Encl

TONI B. WAINWRIGHT
Assistant Deputy Chief of Staff,
Personnel (Civilian Personnel)

DISTRIBUTION:

CHIEF,
BAD AIBLING STATION, CMR 407, APO AE 09098
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WUERZBURG CPAC, UNIT 26622, APO AE 09244

DIRECTOR, USAREUR CIVILIAN PERSONNEL OPERATIONS CENTER, UNIT 29150, APO AE 09100

Each Manager using PERSACT

CF:

HQ USAREUR/7A:

ODCSPER-CPD, ATTN: C/IPP DIV
ODCSPER-CPD, ATTN: C/PM DIV
ODCSPER-CPD, ATTN: C/P&E DIV
ODCSPER-CPD, ATTN: C/MSO DIV
ODCSPER-CPD, ATTN: C/HRMIS

PERSACT TRANSMITTAL FORM

A separate transmittal form is required for each PERSACT request, US and LN, when sending related hard copy documents to the Civilian Personnel Advisory Center or Civilian Personnel Operations Center Divisions.

FROM: _____

PERSACT REQUEST NUMBER _____ Check one: US _____ LN _____
EMPLOYEE NAME/SSAN (ECN) (if applicable) _____

THROUGH: _____ CPAC
(Address)

TO: Civilian Personnel Operations Center
Unit 29150
APO AE 09100
ATTN: _____ Division

FROM: _____
POC: _____ DATE: _____ DSN: _____
FAX: _____ E-MAIL ADDRESS: _____

CPOC DIVISIONS:

POSITION MANAGEMENT AND CLASSIFICATION DIVISION

☐ Other/comments

RECRUITMENT SERVICES DIVISION

☐ NAF/AF Conversion ☐ RIF Documents
☐ Other/comments ☐ Request for central referral

INFORMATION SERVICES DIVISION

☐ In-processing package ☐ Other/comments
☐ Adverse action/disciplinary action documentation
☐ Retirement package
☐ Other/comments

[illegible]